

ROWIDA FOAAD MASSOUD

Giza, Egypt | Phone: 01153729015 / 01500342232

Email: rowidafoaad@gmail.com

LinkedIn: <https://www.linkedin.com/in/rowida-foaad-09a99a316>

PROFESSIONAL SUMMARY

HR Generalist with hands-on experience in HR operations, recruitment, onboarding, personnel administration, employee relations, and HR documentation within a corporate environment. Experienced in supporting payroll preparation, attendance tracking, social insurance, medical insurance, and cross-functional HR processes. SHRM-accredited HR professional with strong communication, organizational, and administrative skills. Passionate about leveraging AI and digital tools to improve HR efficiency and employee experience.

PROFESSIONAL EXPERIENCE

Junior HR Generalist | Enterprise Rent-A-Car (Premier Group) Feb 2026 – Present

- Manage day-to-day HR operations, personnel administration, and employee documentation.
- Coordinate recruitment activities, including CV screening, interview scheduling, hiring follow-ups, and onboarding.
- Maintain employee records, contracts, social insurance, medical insurance, and compliance documentation.
- Support payroll preparation through attendance tracking, transaction sheets, deductions, and employee updates.
- Contribute to improving HR processes, reporting accuracy, and employee data management.

HR Intern | Enterprise Rent-A-Car (Premier Group) Nov 2025 – Feb 2026

- Supported daily HR operations within a corporate environment.
- Assisted with recruitment coordination, onboarding, and employee documentation.
- Maintained HR records and supported internal communication across departments.
- Gained practical experience in HR policies, labor law, personnel administration, and operational workflows.

Curriculum Developer – StoryLingo (Freelance) Jan 2025 – Aug 2025

- Developed educational content for a language-learning application using storytelling-based approaches.
- Created and translated short stories and vocabulary lists.
- Ensured linguistic accuracy, clarity, and cultural relevance.
- Collaborated remotely with a multidisciplinary team.

HR Team Leader – Enactus 06U Jun 2020 – Jul 2024

- Led recruitment, onboarding, and internal HR initiatives.

HR Team Leader – OIMUN Mar 2022 – May 2024

- Coordinated participant management and team engagement.
-

EDUCATION

Bachelor of Arts in Language and Translation (English Department)

October 6 University, Egypt

2020 – 2024

CERTIFICATIONS

Human Resources Certified Professional (SABA-HRCP) (SHRM Accredited) | Society of Arab Business Administrators (SABA) | 2026

- Completed a professional HR diploma covering Recruitment & Selection, Personnel Administration, Payroll, Compensation & Benefits, Performance Management, Labor Law, HR Operations, and Learning & Development.
- Awarded 115 SHRM Professional Development Credits (PDCs).

AI Fluency: Framework & Foundations – Anthropic | 2026

- Completed professional training on AI fundamentals and workplace applications.

Modern Human Resource Management – Appraisal and Performance – Alison | 2026

- Completed training in performance appraisal, performance management, employee evaluation, and HR best practices.

Introduction to Human Resource Management – Edraak | 2025

- Completed foundational HR training.

Soft Skills Development Program – McKinsey Forward | 2025

- Developed communication, teamwork, and problem-solving skills.

International Computer Driving License (ICDL) – Edraak | 2023

- Completed Microsoft Office and digital productivity training.

UN Security Council Simulation – OIMUN | 2023

- Participated in diplomatic committee simulations.
-

SKILLS

- Recruitment & Onboarding Support
 - HR Operations & Documentation
 - Personnel Administration
 - Employee Records Management
 - Employee Engagement
 - Translation
 - Cross-Cultural Communication
 - Microsoft Office & Google Sheets
 - Claude AI (AI Coworker)
-

LANGUAGES

- Arabic (Native)
- English (Fluent)
- Spanish (Intermediate)